



**Preparedness Directorate**

**Office of Grants and Training (G&T)**

***COURSE REVIEW AND APPROVAL PROCESS  
(STATE AND FEDERAL SPONSORED COURSES)***

**January 6, 2005**

## Table of Contents

### Executive Summary

#### 1.0 Introduction

##### 1.1 Definitions

#### 2.0 Review and Approval Process

##### 2.1 Phase I – Request Development of New Courses or Review of Existing Non-G&T Courses

###### 2.1.1 State Sponsored Course Process

###### 2.1.1.1 Developing State Sponsored Courses

###### 2.1.1.2 Existing State Sponsored Courses

###### 2.1.2 Federal Sponsored Course Process

##### 2.2 Phase II – Course Review and Approval Request

##### 2.3 Phase III – Initial Review (completeness and course redundancy check)

##### 2.4 Phase IV – Independent Third Party Review

##### 2.5 Phase V – Notification of Results

### Appendices

#### A. Phase Flow Diagrams

#### B. Developing State Sponsored Courses Reporting Form

#### C. Request Course Addition Forms

#### D. Course Review and Approval Request Forms

#### E. Initial Review Form

#### F. Independent Third Party Review Scorecard

#### G. Course Evaluation, Observations, and Findings Example

## Executive Summary

This document provides the Preparedness Directorate's Office of Grants and Training's (G&T's) comprehensive and consistent process for the review and approval of non-G&T developed training courses. Non-G&T training courses are those courses that are either State sponsored or Federal sponsored, coordinated and approved by the State Administrative Agency (SAA), State/Territory Point of Contact (TPOC), or Federal Department/Agency Point of Contact (POC), and fall within the G&T mission scope to prepare State and local personnel to prevent, protect, respond to, and recover from acts of terrorism or catastrophic events. These training programs include, but are not limited to, Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) terrorism, catastrophic events, cyber/agriculture/food security, and citizen preparedness training courses and materials. Course review and approval is required for all non-G&T training being developed and/or considered for inclusion in one of the G&T course catalogs under the Homeland Security Grant Program (HSGP).

This G&T Course Review and Approval Process supports the National Preparedness Goal by providing a mechanism to fill recognized and validated gaps in training emergency responders and citizens. The process is patterned after the more comprehensive G&T Course Review Process used to certify training courses and programs developed by the National Domestic Preparedness Consortium (NDPC), Rural Domestic Preparedness Consortium (RDPC), and other G&T Training Partners and adheres to established standards and best practices. This process will be used to evaluate submitted training courses and materials for their abilities to support and/or complement the *Universal Task List (UTL)* and *Target Capabilities List (TCL)* as they are finalized, G&T's *Emergency Responder Guidelines and Prevention and Deterrence Guidelines*, and applicable published regulations and standards (e.g., OSHA and NFPA).

The phases in the review and approval process are:

- Phase I, Request Development of New Courses or Review of Existing Non-G&T Courses
- Phase II, Course Review and Approval Request
- Phase III, Initial Review (completeness and course redundancy check)
- Phase IV, Independent Third Party Review
- Phase V, Notification of Results

This process supports the mission of G&T to provide high-quality training courses and materials to the emergency response community (Federal, State, local, and Tribal), private sector, and international stakeholders. Furthermore, this process will aid in preventing duplication of training courses and materials already available through the NDPC, RDPC, other G&T training partners and providers, Federal partners, and States and Territories.

This process supersedes the Fiscal Year 2005, Appendix D, *Course Approval Process (Non-SLGCP Developed and/or Institutionalized Courses)*, which is included in the Fiscal Year 2005 Homeland Security Grant Program, Program Guidelines and Application Kit.

## 1.0 Introduction

The Preparedness Directorate's Office of Grants and Training's (G&T's) Homeland Security Grant Program (HSGP) provides funding for States, territories, and urban areas to enhance the capabilities of emergency preparedness through the development of a state homeland security training program. Allowable training-related costs under this grant program include the establishment, support, conduct, and attendance for training programs specifically identified under the State Homeland Security Program (SHSP), Urban Area Security Initiative (UASI), Law Enforcement Terrorism Prevention Program (LETPP), Metropolitan Medical Response System (MMRS), and Citizen Corps (CCP) grant programs within existing training academies, universities or junior colleges.

G&T approval for developing and/or delivering non-G&T training courses is a prerequisite for using funds under the HSGP. This process facilitates congruence with the standards and guidelines of G&T, helps avoid duplication of previously approved courses, provides a means of tracking training gaps for G&T, and supports the development of common course catalogs.

Submission through approval is a "five-phase" process designed to provide for a consistent and timely review of the course materials:

- Phase I, Request the Development of New Courses or Review of Existing Non-G&T Courses
- Phase II, Course Review and Approval Request
- Phase III, Initial Review (completeness and course redundancy check)
- Phase IV, Independent Third Party Review
- Phase V, Notification of Results

The entire approval process is depicted in flow diagrams located in Appendix A.

### 1.1 Definitions

**G&T Provided Training:** those courses or programs developed for and/or delivered by institutions and organizations funded directly by G&T, i.e. the National Domestic Preparedness Consortium (NDPC), Rural Domestic Preparedness Consortium (RDPC), and other G&T Training Partners.

**Non-G&T Provided Training:** those courses that are either State Sponsored or Federal Sponsored, coordinated and approved by the State Adminstrating Agency (SAA) or State/Territory Training Point of Contact (TPOC), and fall within the G&T mission scope to prepare State and local personnel to prevent, protect, respond to, and recover from acts of terrorism or catastrophic events.

**State Sponsored Courses:** those courses developed for and/or delivered by institutions or organizations other than Federal entities or G&T and are sponsored by the SAA or TPOC.

**Approved State Sponsored Course Catalog:** listing of State/territory sponsored courses that fall within the G&T mission scope and have been approved through the G&T course review and approval process.

**Federal Sponsored Courses:** those courses developed for and/or delivered by institutions funded by Federal entities other than G&T.

**Approved Federal Sponsored Course Catalog:** listing of Federal-sponsored courses that fall within the G&T mission scope, and have been approved through the G&T course review and approval process. This catalog was previously known as the *Eligible Federal Terrorism Training Course Catalog*.

## **2.0 Review and Approval Process**

All non-G&T provided training supported using G&T funds must follow an Instructional Systems Design (ISD) methodology, such as the ADDIE model, and support a blended learning strategy. There are five phases to the ADDIE model: Analysis, Design, Development, Implementation, and Evaluation. While the specific training deliverables and documents produced may change depending on the delivery method (i.e., instructor-led versus web-based), the phases and tasks performed remain the same. Additional information about the ADDIE model and G&T's Blended Learning Strategy can be found at [http://www.ojp.usdoj.gov/odp/training\\_bl.htm](http://www.ojp.usdoj.gov/odp/training_bl.htm).

G&T has developed Web-Forms in support of the reporting requirements of the HSGP. Web-Forms is an electronic form/data management system built to assist SAAs /TPOCs with the review, approval and reporting of State sponsored training information and for Federal Points of Contacts (POC), the review and approval process of Federal sponsored courses. Web-Forms is located at [http://198.104.156.52/ODP\\_Webforms/Index.asp](http://198.104.156.52/ODP_Webforms/Index.asp).

### **2.1 Phase I - Requesting the Development of New Courses or Review of Existing Non-G&T Courses**

#### **2.1.1 State Sponsored Course Process**

States, territories, and urban areas planning to develop a new course or submit an existing non-G&T course for review must coordinate with their designated SAA/TPOC.

##### **2.1.1.1 Developing State Sponsored Courses**

The SAA/TPOC will notify G&T of the request to develop, but need not forward any pre-existing course materials for advance review. Prior to any development, the SAA/TPOC should review the G&T Course Catalog, Approved State Sponsored Course Catalog, and the Approved Federal Sponsored Course Catalog to ensure the course being developed is not a duplication of an already certified G&T or approved State and Federal course

offering. G&T course catalogs can be found at [http://198.104.156.52/ODP\\_Webforms/Index.asp](http://198.104.156.52/ODP_Webforms/Index.asp).

SAA/TPOCs will be required to submit, through Web-Forms the *Developing State Sponsored Courses Reporting Form* (Appendix B).

G&T funds can be used to support the costs associated with the course development process provided the State, territory, or urban area coordinates with, and is approved by, the SAA/TPOC. Once the developed course is completed, the SAA/TPOC will submit the *Request Course Addition to the Approved State Sponsored Course Catalog* form (Appendix C). If it is determined that the proposed course meets the G&T mission scope, the SAA/TPOC will be invited to submit the *Course Review and Approval Request Form-State* (Appendix D) along with all supporting training materials. See Phase II Course Review and Approval Request.

If the course is disapproved or returned for revision as part of the course review process, no G&T funds can be dedicated to delivering the course. Funds may be used to make necessary revisions and for the re-submittal to the course review and approval process.

#### **2.1.1.2 Existing State Sponsored Courses**

At any time, the SAA/TPOC may request the addition of an existing course to the Approved State Sponsored Course Catalog by submitting the *Request Course Addition to the Approved State Sponsored Course Catalog Form* (Appendix C). If it is determined that the proposed course meets the G&T mission scope, the SAA/TPOC will be invited to submit the *Course Review and Approval Request Form-State* (Appendix D) along with all supporting training materials. See Phase II Course Review and Approval Request.

#### **2.1.2 Federal Sponsored Course Process**

Courses identified within the G&T Approved Federal Sponsored Course Catalog may be supported by HSGP funds and attended on an unlimited basis within any State/territory as long as the training is coordinated and approved by the SAA/TPOC. Federal Departments/Agencies wishing to have their existing courses added to the G&T Approved Federal Sponsored Course Catalog and made available to State and local personnel, must notify G&T by submitting the *Request Course Addition to the Approved Federal Sponsored Course Catalog Form* (Appendix C). The Federal POC need not forward any pre-existing course materials for advance review. If it is determined that the proposed

course meets the G&T mission scope, the Federal POC will be invited to submit the *Course Review and Approval Request Form-Federal* (Appendix D) along with all supporting training materials. See Phase II of the Course Review and Approval Process. The Federal POC should review the G&T Course Catalog, Approved State Sponsored Course Catalog, and the Approved Federal Sponsored Course Catalog to ensure the course(s) being submitted for review are not a duplication of an already certified G&T or approved State and Federal course offering.

The requesting SAA/TPOC or Federal POC must ensure all course components, where applicable, are in compliance with 29 Code of Federal Regulation (CFR) 1910.120(q), *Emergency Response Program for Hazardous Substance Releases*, 29 CFR 1910.134, *Respiratory Protection*, and G&T's *Emergency Responder Guidelines and the Prevention and Deterrence Guidelines*. Additionally, each course submitted for approval should support and enhance preparedness through stated linkages to the *Universal Task List (UTL)* and *Target Capabilities List (TCL)* as they are finalized.

## **2.2 Phase II - Course Review and Approval Request**

After a preliminary review to ensure that the proposed training course is within the G&T mission scope, the SAA/TPOC or Federal POC will be invited by the G&T Training Division to complete and print the appropriate *Course Review and Approval Request* Web-Form (Appendix D), and send it with all required training materials to the G&T Preparedness Officer (PO) (for State Sponsored submissions) or the G&T Training Division (for Federal Department/Agency Sponsored submissions) who will conduct a review to ensure the training course and materials include the following:

- 1. Mission Area-** The submitting entity will identify the mission area(s) of the course and materials submitted. The following mission areas will be used as defined in the National Preparedness Goal and supported by the TCL: Common, Prevent, Protect, Respond, and/or Recover.
- 2. Target Audience-** The submitting entity will identify the target audience(s) of the course and materials submitted. The following list of disciplines should be used: fire service, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security, agriculture security, food security, private security.
- 3. Level of Training-** The submitting entity for all response area training will identify the level(s) of training of the course and materials submitted. Each submission must be identified as Awareness, Performance-Defensive (OSHA Operations), Performance-Offensive (OSHA Technician), OSHA Specialist, Planning/Management (OSHA Incident Command) Levels. More detailed information on these levels can be found at <http://www.ojp.usdoj.gov/odp/training.htm> or <http://www.osha.gov> . **Note:** G&T has received numerous requests from stakeholders to realign training levels with OSHA's standard terminology. The G&T Training Division has taken this request under advisement and will coordinate these efforts in FY06 with its Federal, State, local, and

tribal partners to ensure that training requirements complement regulatory requirements to the greatest extent possible.

- 4. Program of Instruction (POI)/Syllabus-** The POI or syllabus is an outline, or matrix, of the course content. It addresses the scope of the training, course learning objectives, duration of the training (broken down by module, session, or lesson), resource requirements, instructor to student ratio, and an evaluation strategy. These items are not all-inclusive, but are the minimum categories that should be addressed.
- 5. Training Support Package (TSP)-** The TSP is all of the materials associated with the delivery of the training course. Items that should be in the TSP are as follows:
  - a. Instructor Guide/Instructor Outline/Instructor Lesson Plans-** The published instructor material that contains course text and special instructor notes that provides the information to deliver the material.
  - b. Participant Manual/Guide/Workbook-** The published student material that contains the supporting information in booklet, electronic, or handout form that the participant has available for reference.
  - c. Audio/Visual Support Materials-** Any audio/visual components that are part of any learning module, session, lesson or that supports the overall training being delivered.
  - d. Special Support Materials-** Any descriptions of practical exercises, table-top exercises, hands-on exercises or other material that supports the learning objectives.
- 6. Module/Session/Lesson Content-** Training courses should be designed based on a building block approach. Each sub-component in the course should be titled as a module, session, or lesson. Regardless of the title, each module, session, or lesson, should have a Lesson Administration Page (LAP) that outlines the following:
  - a. Scope Statement-** A brief description of the content of the module, session, or lesson.
  - b. Terminal Learning Objectives (TLO)-** An action verb statement that outlines what the student is expected to learn or be capable of performing at the conclusion of the module, session, or lesson. There should be only one TLO per module, session, or lesson.
  - c. Enabling Learning Objectives (ELO)-** Enabling learning objectives are the incremental learning objectives that support the TLO. There should be at least one ELO per module, session, or lesson. Each ELO must be a measurable performance statement that enables the student to demonstrate achievement of the TLO.
  - d. Resource List-** A listing of the resources needed to successfully accomplish the module, session, or lesson.
  - e. Instructor to Student Ratio-** The instructor to student requirement for successful presentation of the material (e.g., 1:25).



- f. **Reference List-** A listing of all reference materials used to develop the module, session, or lesson. This information may also be included as a bibliography.
- g. **Practical Exercise Statement-** This describes any exercises associated with the module, session, or lesson.

**Evaluation Strategy-** This defines the strategy to used to evaluate the module, session, or lesson (e.g., written and/or performance tests or assessments).

The G&T PO (for State Sponsored submissions) or G&T Training Division (for Federal Sponsored submissions) will verify the contents of the submission, and only if completed to the specified requirements, will the request for approval of the course and supporting materials be forwarded for the Initial Review. This will begin Phase III.

Incomplete submissions will not be reviewed. The submitting SAA/TPOC or Federal POC will be contacted about the incompleteness with the potential of all materials being returned. If the course and supporting materials are returned, the process will be suspended. Once the course and supporting materials are re-submitted the process will restart at Phase II.

### **2.3 Phase III - Initial Review (completeness and course redundancy check)**

The G&T Training Division representative will inventory and log all provided materials into the G&T Training Approval Tracking System. An in-depth cross-check for potential duplication of training courses will be conducted and if there are no duplications then the initial review will commence.

The G&T Training Division representative will perform the Initial Review of the materials submitted and compare them to G&T standards. This will be completed within five (5) working days of receipt and documented on the Initial Review Form (Appendix E).

The Initial Review will also document that the following information is included in the submission:

- Mission Area
- Target Audience
- Level of Training
- Program of Instruction (POI)/Syllabus
- Training Support Package (TSP)
- Module/Session/Lesson Content

If all of the above information is included, the G&T Training Division representative will forward the Request for Course Review and Approval form with supporting curriculum and materials to appropriate Independent Third Party Subject Matter Experts (SMEs)

(Phase IV). The SMEs will have the subject matter expertise to review the content and materials for appropriateness.

Incomplete submissions or courses deemed redundant will not be reviewed. The submitting SAA/TPOC or Federal agency POC will be contacted about the incompleteness or redundancy with the potential of all materials being returned. If the course and supporting materials are returned, the process will be suspended. Once the course and supporting materials are re-submitted the process will restart at Phase II.

## **2.4 Phase IV - Independent Third Party Review**

Independent Third Party SMEs will be assigned to provide detailed course content and materials review. The SMEs will normally complete the course review within 20 working days from the receipt of the course materials. For training courses that require on-site review the period may be extended up to 60 days. This determination will be made by the G&T Training Division representative.

The SMEs will determine the accuracy and appropriateness of the course content and materials. The SMEs will perform the review of course materials with the aid of an Independent Third Party Review Scorecard (Appendix F) to determine if the course content and materials are consistent with G&T standards and contains the following information:

### **Training Support Package (TSP)**

- Instructor Guide/Instructor Outline/Instructor Lesson Plans
- Participant Manual/Guide/Workbook
- Audio/Visual Support Materials
- Special Support Materials

### **Module/Session/Lesson Content**

- Scope Statement
- Terminal Learning Objectives (TLO)
- Enabling Learning Objectives (ELO)
- Resource List
- Instructor to Participant Ratio
- Reference List
- Practical Exercise Statement
- Evaluation Strategy

Incomplete submissions will not be reviewed. The submitting SAA/TPOC or Federal POC will be contacted about the incompleteness with the potential of all materials being returned. If the course and supporting materials are returned, the process will be suspended. Once the course and supporting materials are re-submitted the process will restart at Phase II.

Upon completion of the review, the SMEs will submit a recommendation to the G&T Training Division representative for approval or denial of the course and materials. All supporting information will be documented on the Course Evaluation, Observations, and Findings form. A filled out example is in Appendix G. Upon receipt of this information, the G&T Training Division representative will begin Phase V of the process.

## **2.5 Phase V - Notification of Results**

This Phase begins upon receipt of the completed Course Evaluation, Observations, and Findings from the SMEs by the G&T Training Division representative.

The G&T Training Division representative will review the SMEs' findings and will produce a Report of Review. The G&T Training Division representative will notify the G&T PO and the appropriate SAA/TPOC or Federal agency POC of the outcome and provide either the letter of approval or disapproval. Notification of results will be completed within five (5) working days from receipt of the Course Evaluation Observations and Findings. Approved courses will be added to the appropriate catalog (State or Federal sponsored).

For questions or additional guidance in submitting a course, please email the G&T Training Division at [FirstResponderTraining@dhs.gov](mailto:FirstResponderTraining@dhs.gov).

## **Appendix A**

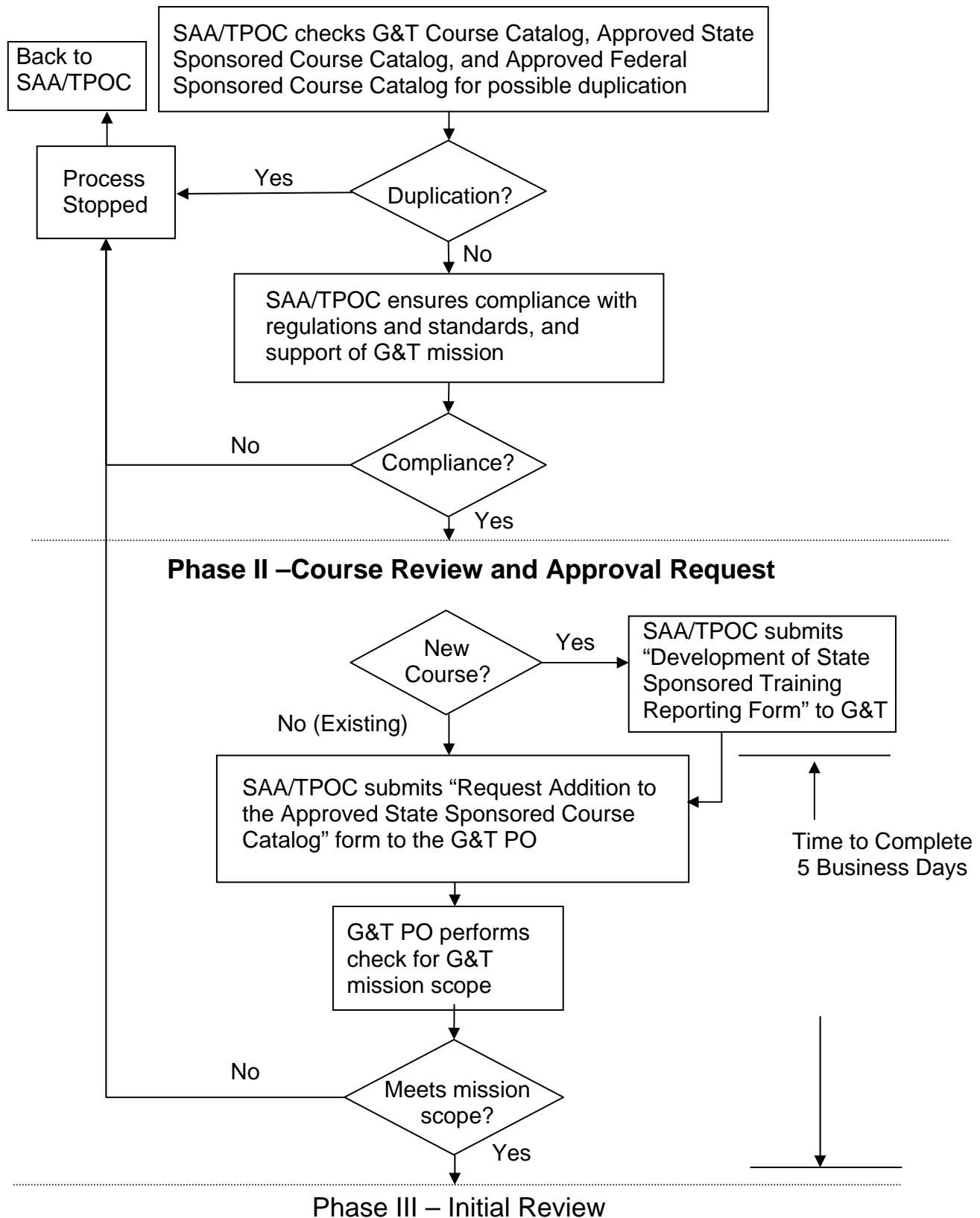
### **Phase Flow Diagrams**

**Preparedness Directorate  
Office of Grants and Training (G&T)**

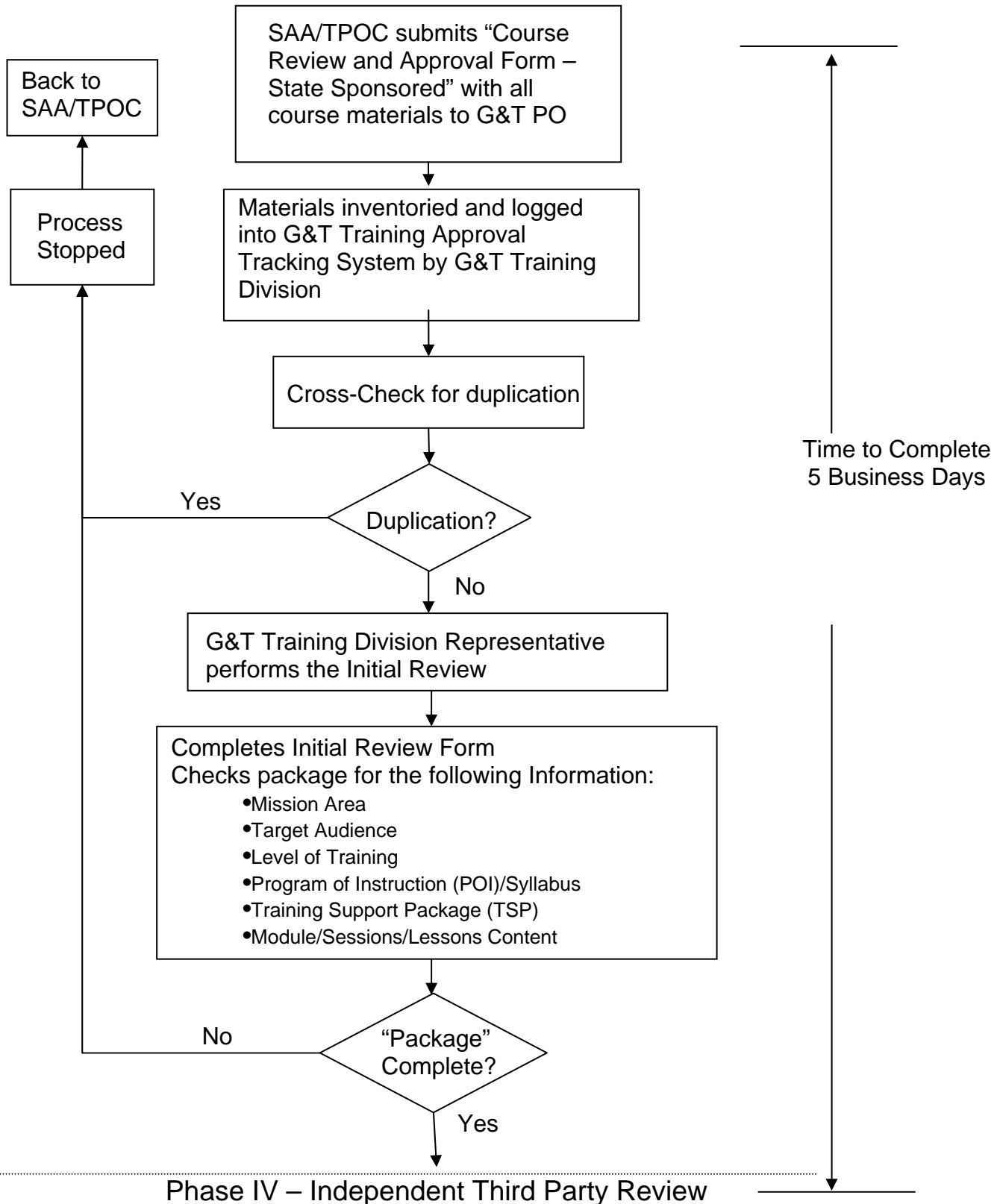
**Course Review and Approval Process  
(State and Federal Sponsored Courses)**

**January 6, 2005**

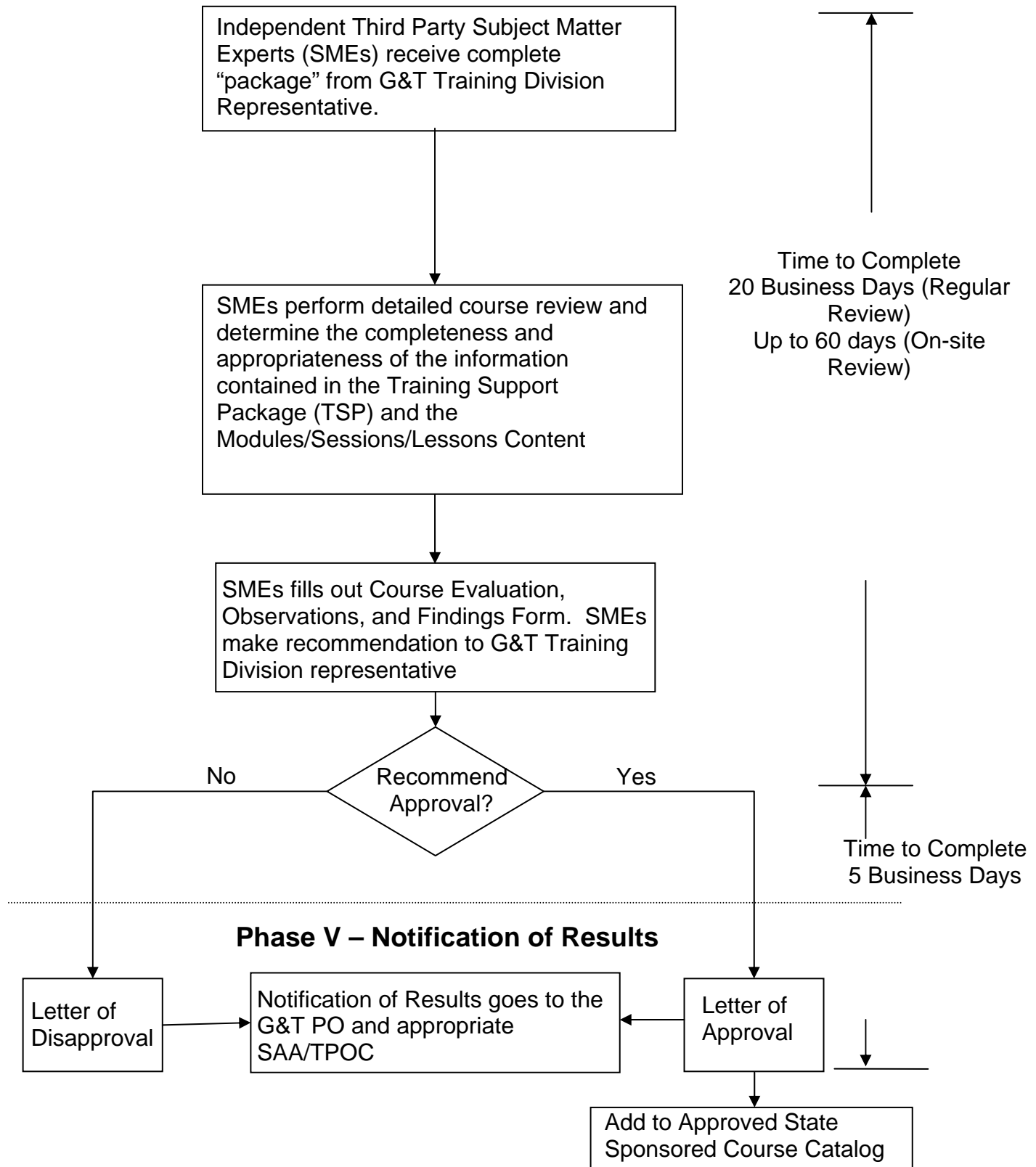
## Phase I – Requesting the Development of New Courses or Review of Existing Non-G&T Courses – State Sponsored



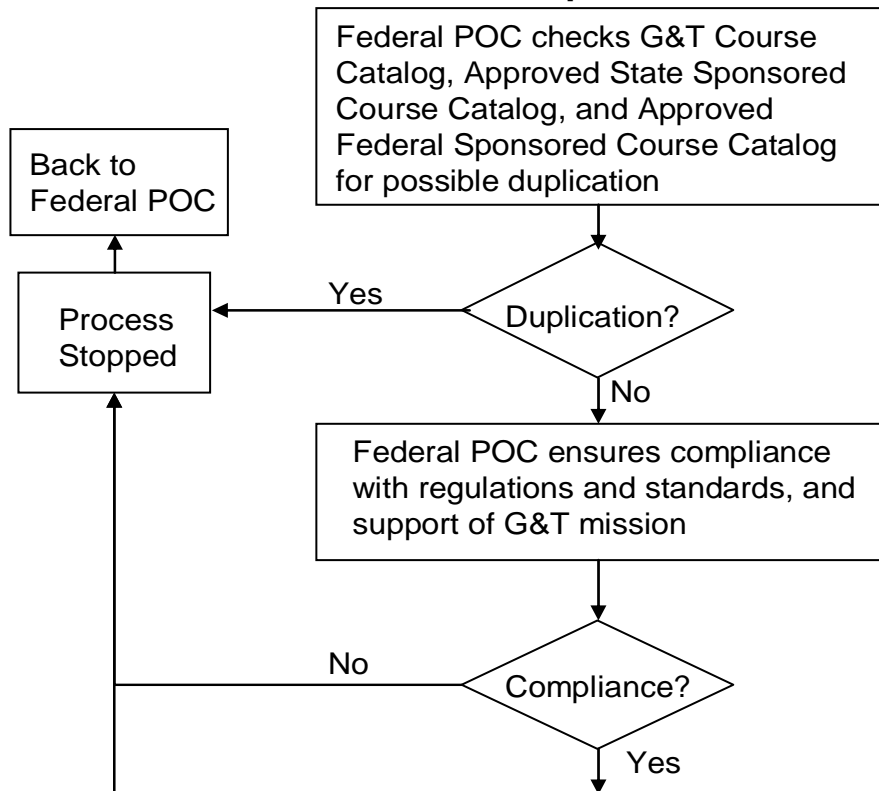
### Phase III – Initial Review



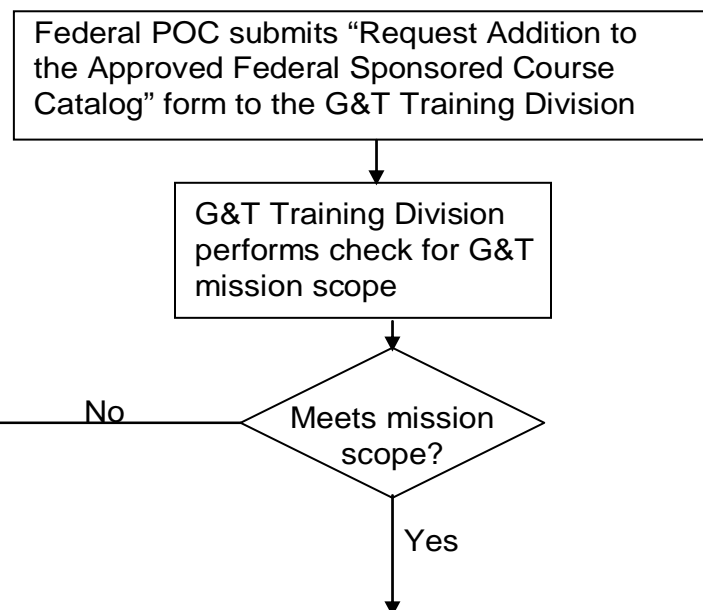
## Phase IV– Independent Third Party Review



## Phase I – Requesting Review of Existing Non-G&T Courses Federal Sponsored



## Phase II – Course Review and Approval Request

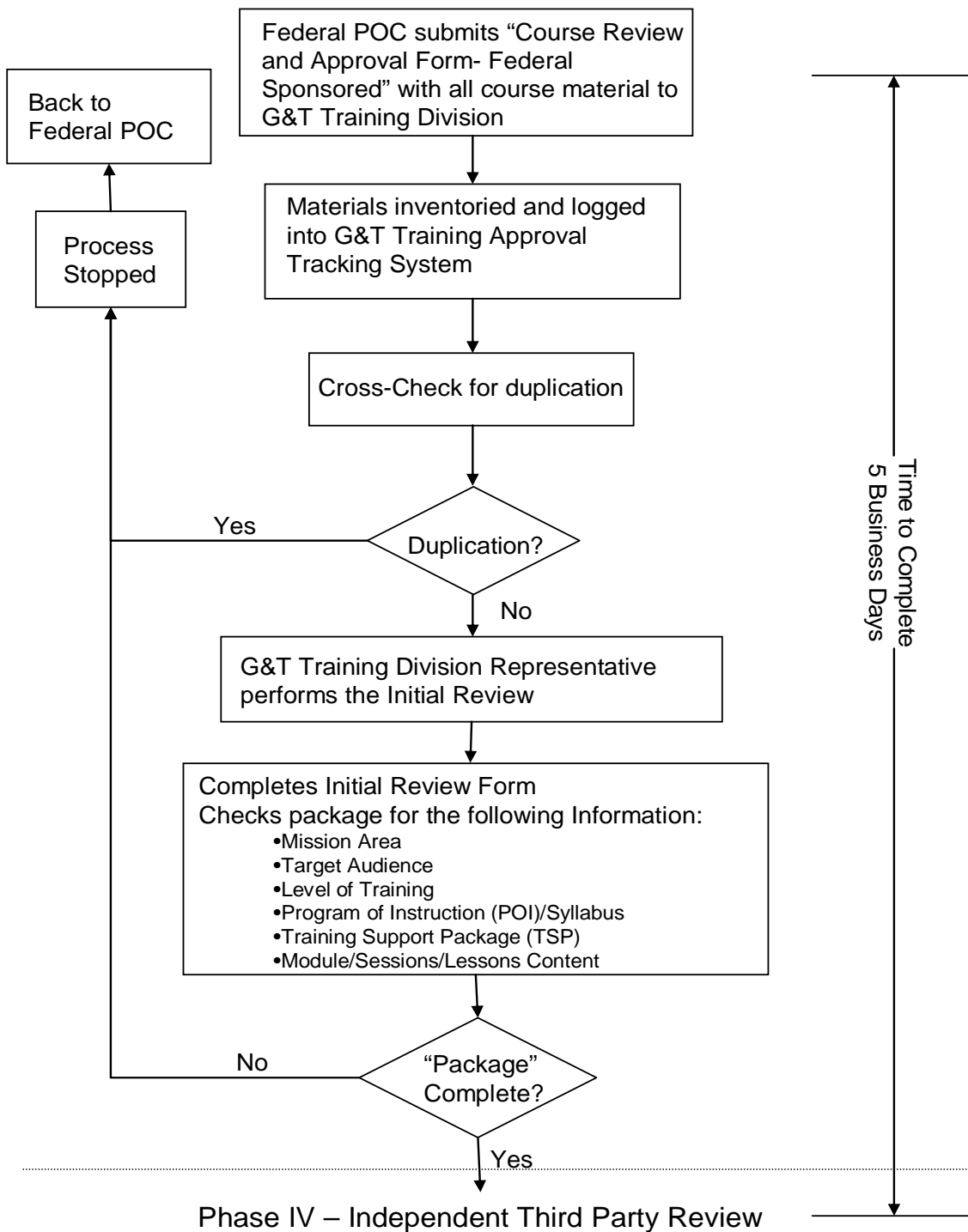


## Phase III – Initial Review

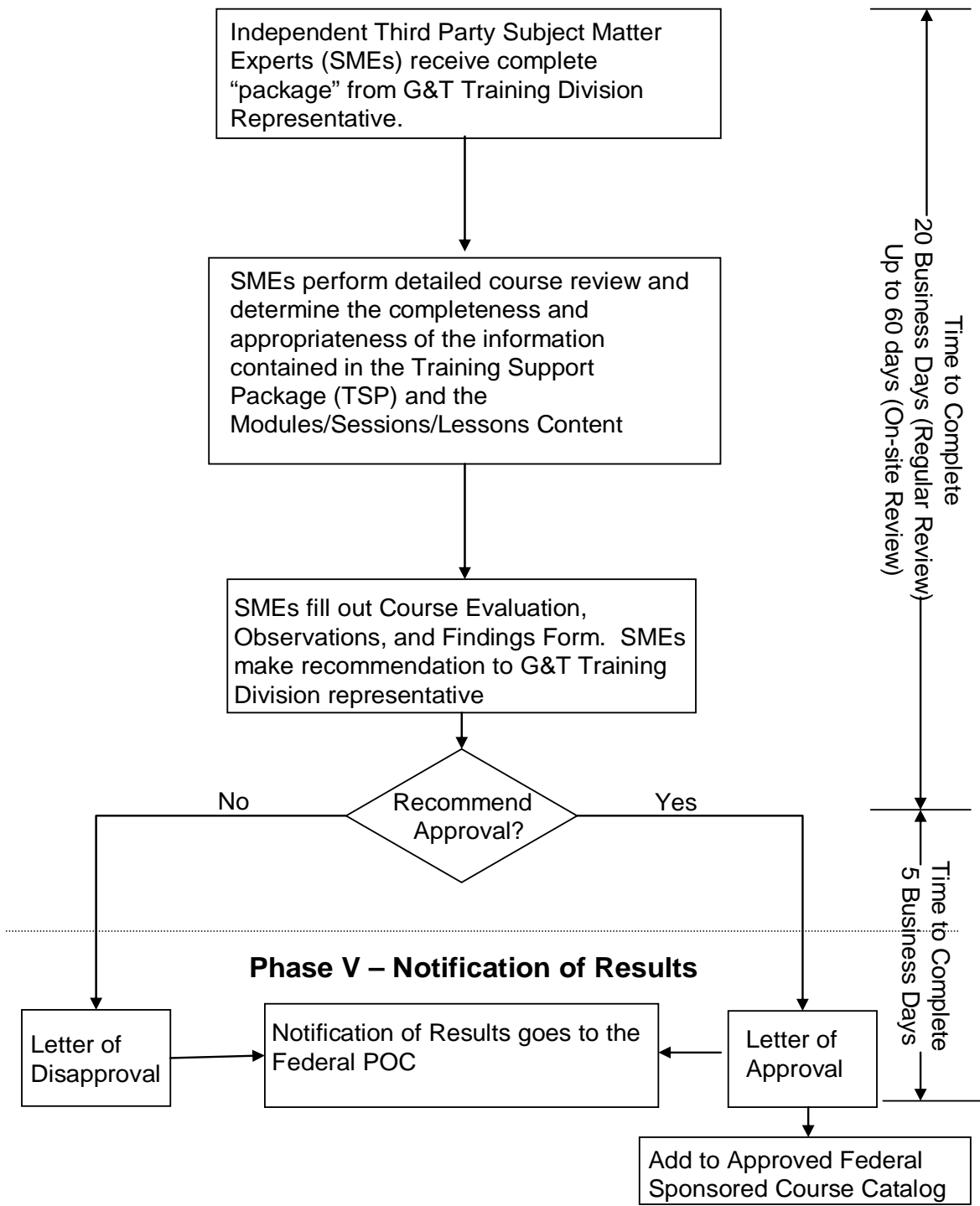
Time to Complete  
5 Business Days



### Phase III – Initial Review



## Phase IV – Independent Third Party Review



## **Appendix B**

### **Developing State Sponsored Courses Reporting Form**

**Preparedness Directorate  
Office of Grants and Training (G&T)**

**Course Review and Approval Process  
(State and Federal Sponsored Courses)**

**January 6, 2005**



## Attendance Forms

[Submit New](#)

[Modify Existing](#)

## Development Forms

[Submit New](#)

[Modify Existing](#)

## Co-Op Forms

[Submit New](#)

[Modify Existing](#)

## Course Addition Forms

[Submit New](#)

[Modify Existing](#)

## Reports

[Course Requests Report](#)

[Development Requests Report](#)

[Reporting Attendance Report](#)

Logout

## Submit - Developing State Sponsored Courses Reporting Form

SAA POC Name:

John Sample

SAA POC Email:

jsample@work.com

SAA Agency POC Phone:

(111) 111-1111

Sponsoring Agency:

Example: State of California

Sponsoring Sub Agency (1)

Example: CA POST

Sponsoring Sub Agency (2)

Example: CHP

Proposed Course Title

Mission Area:

--Select One--

Level of Training:

--Select One--

Intended Audience:

--Select All That Apply--

- Law Enforcement
- Emergency Medical Services
- Emergency Management Agency
- Fire Service
- Hazardous Material
- Public Works
- Governmental Administrative
- Public Safety Communications
- Health Care
- Public Health
- Other

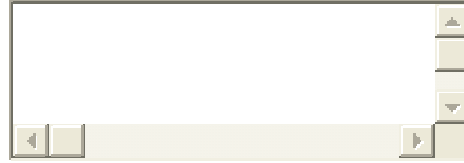
Developing Organization/Agency:

Total Development Cost:

Grant Programs:

--Select One--

Description of Course:



States, territories, and urban areas intending to use G&T funds to develop non-G&T provided training must insure these courses support G&T's mission scope of preparing state and local personnel to prevent, respond to, and recover from acts of terrorism or catastrophic events and where applicable meet the following guidelines, policies, regulations, and standards:

1. ODP Emergency Responder Guidelines
2. ODP Homeland Security Guidelines for Prevention and Deterrence
3. ODP Strategy for Blended Learning
4. 29 Code of Federal Regulation (CFR)1910.120.q, Emergency Response Program to Hazardous Substance Releases
5. 29 CFR 1910.134, Respiratory Protection
6. National Fire Protection Association (NFPA) 471, Recommended Practice for Responding to Hazardous Materials Incidents
7. NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents
8. NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents
9. NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs 2004, specifically Chapter 5, section 5.12
10. Comport with applicable Federal, State, and/or local certification, regulatory, and policy requirements deemed appropriate for this type and level of training.
11. Build additional capabilities that 1) meet a specific need identified through the homeland security assessment process, and 2) comport with the State or Urban Area Homeland Security Strategy
12. The funds for this course are used to supplement, not supplant, existing funds that have been appropriated for the same purpose

In addition, this course will follow accepted principles of instructional systems design such as the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) model or equivalent methodologies.

By submitting this form, I certify, to the best of my knowledge, that this course will meet the above applicable guidelines, standards, and regulations and adhere to the G&T mission of preparing for, responding to, and recovering from acts of terrorism and catastrophic events. G&T funds can be used to support costs associated with the course development and review process, provided that the State or Urban Area abides by G&T procedures. However, if the course is disapproved as part of the course review process, no additional G&T funds can be dedicated to delivering the course.

Submit and Print Form

## **Appendix C**

### **Request Course Addition Forms**

**Preparedness Directorate  
Office of Grants and Training (G&T)**

**Course Review and Approval Process  
(State and Federal Sponsored Courses)**

**January 6, 2005**



#### Attendance Forms

[Submit New](#)

[Modify Existing](#)

#### Development Forms

[Submit New](#)

[Modify Existing](#)

#### Co-Op Forms

[Submit New](#)

[Modify Existing](#)

#### Course Addition Forms

[Submit New](#)

[Modify Existing](#)

#### Reports

[Course Requests Report](#)

[Development Requests Report](#)

[Reporting Attendance Report](#)

Logout

### Request Course Addition to Approved State Sponsored Course Catalog

SAA POC Name: **John Sample**

SAA POC Email: **jsample@work.com**

SAA POC Phone: **(111) 111-1111**

Sponsoring Agency:  Example: State of California

Sponsoring Sub Agency (1)  Example: CA POST

Sponsoring Sub Agency (2)  Example: CHP

Official Course Title

Mission Area:

Level of Training:

Disciplines Trained:

- Law Enforcement
- Emergency Medical Services
- Emergency Management Agency
- Fire Service
- Hazardous Material
- Public Works
- Governmental Administrative
- Public Safety Communications
- Health Care
- Public Health
- Other

Description of Course:

State Sponsored courses added to the Approved State Sponsored Course Catalog must support G&T's mission of preparing for, responding to, and recovering from acts of terrorism and catastrophic events and where applicable meet the following guidelines, regulations, and standards:

1. ODP Emergency Responder Guidelines
2. ODP Homeland Security Guidelines for Prevention and Deterrence
3. ODP Strategy for Blended Learning
4. 29 Code of Federal Regulation (CFR)1910.120.q, Emergency Response Program to Hazardous Substance Releases

5. 29 CFR 1910.134, Respiratory Protection
6. National Fire Protection Association (NFPA) 471, Recommended Practice for Responding to Hazardous Materials Incidents
7. NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents
8. NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents
9. NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs 2004, specifically Chapter 5, section 5.12
10. Comport with applicable Federal, State, and/or local certification and regulatory requirements deemed appropriate for this type and level of training

In addition, this course follows accepted principles of instructional systems design such as the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) model or equivalent methodologies.

By submitting this form, I certify, to the best of my knowledge, that this course meets the above applicable guidelines, standards, and regulations and supports G&T's mission of preparing for, responding to, and recovering from acts of terrorism and catastrophic events. It is also understood that additional materials (e.g. Program of Instruction (POI)/Syllabus, Training Support Package, Module/Session/Lesson Content, and other supporting information pertinent to this course) may be required to be submitted to G&T for additional review and for final inclusion of the proposed course in the Approved State Sponsored Course Catalog.

[Submit Form](#)





## Reports

### [Course Requests Report](#)

## Request Course Addition to Approved Federal Sponsored Course Catalog

Federal Agency POC Name: **John Sample**

Federal Agency POC Email: **jsample@work.com**

Federal Agency POC Phone: **(111) 111-111**

Sponsoring Agency:

Example: DHS

Sponsoring Sub Agency (1)

Example: FEMA

Sponsoring Sub Agency (2)

Example: EMI

Official Course Title

Mission Area:

--Select One--

Level of Training:

--Select One--

Disciplines Trained:

--Select All That Apply--

- Law Enforcement
- Emergency Medical Services
- Emergency Management Agency
- Fire Service
- Hazardous Material
- Public Works
- Governmental Administrative
- Public Safety Communications
- Health Care
- Public Health
- Other

Description of Course:

Federal Department/Agency courses added to the G&T Approved Federal Sponsored Course Catalog must support G&T's mission of preparing for, responding to, and recovering from incidents of terrorism and catastrophic events where applicable meet the following guidelines, regulations, and standards:

1. ODP Emergency Responder Guidelines
2. ODP Homeland Security Guidelines for Prevention and Deterrence
3. ODP Strategy for Blended Learning
4. 29 Code of Federal Regulation (CFR)1910.120.q, Emergency Response Program to Hazardous

Substance Releases

5. 29 CFR 1910.134, Respiratory Protection
6. National Fire Protection Association (NFPA) 471, Recommended Practice for Responding to Hazardous Materials Incidents
7. NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents
8. NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents
9. NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs 2004, specifically Chapter 5, section 5.12
10. Comport with applicable Federal, State, and/or local certification and regulatory requirements deemed appropriate for this type and level of training

In addition, this course follows accepted principles of instructional systems design such as the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) model or equivalent methodologies.

By submitting this form, I certify, to the best of my knowledge, that this course meets the above applicable guidelines, standards, and regulations and supports G&T's mission of preparing for, responding to, and recovering from acts of terrorism and catastrophic events. It is also understood that additional materials (e.g. Program of Instruction (POI)/Syllabus, Training Support Package, Module/Session/Lesson Content, and other supporting information pertinent to this course) may be required to be submitted to G&T for additional review and for final inclusion of the proposed course in the Approved Federal Sponsored Course Catalog.

Submit Form

**Appendix D**

**Course Review and Approval Request Forms**

**Preparedness Directorate  
Office of Grants and Training (G&T)**

**Course Review and Approval Process  
(State and Federal Sponsored Courses)**

**January 6, 2005**



Attendance Forms

[Submit New](#)

[Modify Existing](#)

Development Forms

[Submit New](#)

[Modify Existing](#)

Co-Op Forms

[Submit New](#)

[Modify Existing](#)

Course Addition Forms

[Submit New](#)

[Modify Existing](#)

Reports

[Course Requests Report](#)

[Development Requests Report](#)

[Reporting Attendance Report](#)

Logout

Course Review and Approval Request Form – State Sponsored

SAA/TPOC Name: **John Sample**

SAA/TPOC Email: **John Sample**

SAA/TPOC Phone: **(111) 111-1111**

State/Territory - Urban Area:

Web Forms Feedback #: **Request-06-743**

Course Title or Proposed  
Course Title:

Mission Area:

Level of the Course:

Length of Course (in hours):

Newly Developed Course or Existing Course: ☒ New ☐ Existing  
(If an existing course, include (1) information on where the course was developed, (2) by what agency, and (3) where it has been delivered.

Is this course substantially different from those offered in the G&T Catalog, Approved State  
Sponsored Course Catalog, or Approved Federal Sponsored Course Catalog ☒ Y ☐ N  
How does this course work toward achievement of the State and Urban Area Homeland Security  
Strategy:

How does this course comply with the components of the National Incident Management System  
(NIMS):



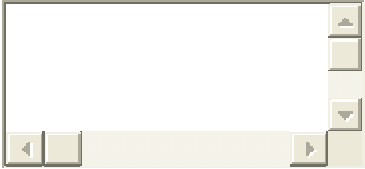


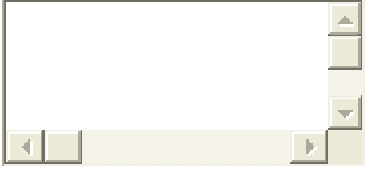


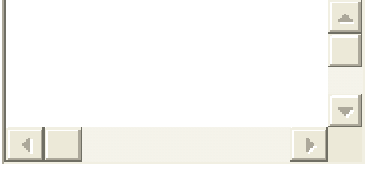
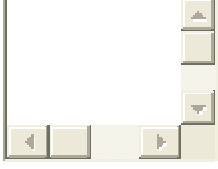

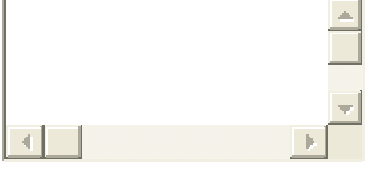


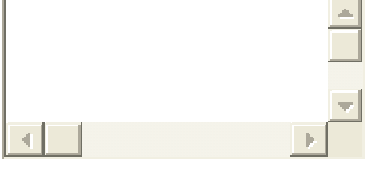
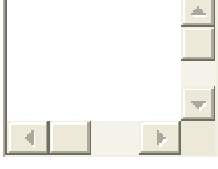

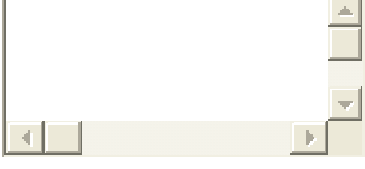
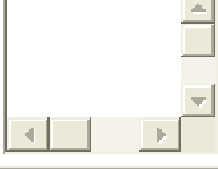

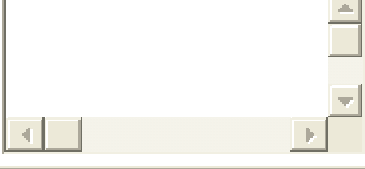


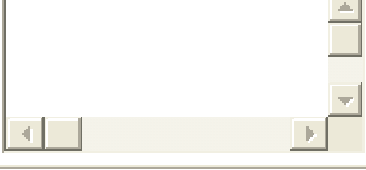
How will your State/Territory institutionalize this course after ODP funding?

Through what entity will the course be offered (academy, training center, community college, etc)?  
Specify exact location:

Point of Contact (Person in the Requesting Agency to contact for clarification, further information, additional questions) and contact information including name, address, email, and phone number(s):

List Terminal and Enabling Objectives addressed:

Module/Lesson	Objective Type (terminal or enabling)	Objective

The following basic elements are required before submission will be accepted.

SAA/TPOC POC Review: Does the submitted course and related materials:

- ☐ Y ☐ N Specifically deal with terrorism incidents or catastrophic events
- ☐ Y ☐ N Comply with 29 CFR 1910.120.q, Emergency Response Program to Hazardous Substance Releases (as applicable).
- ☐ Y ☐ N Comply with the ODP Emergency Responder Guidelines (as applicable).
- ☐ Y ☐ N Comply with the ODP Prevention and Deterrence Guidelines (as applicable).
- ☐ Y ☐ N Demonstrate identifiable linkages to the Universal Task List (UTL) and Target Capabilities List (TCL)
- ☐ Y ☐ N Indicate the Level of Training
- ☐ Y ☐ N Include a Program of Instruction (POI)/Syllabus
- ☐ Y ☐ N Include the contents of the Training Support Package (TSP)
- ☐ Y ☐ N Include the sub-components of the Module/Session/Lesson Content

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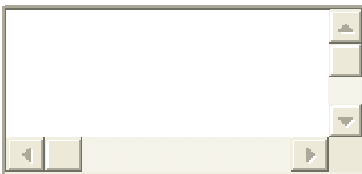


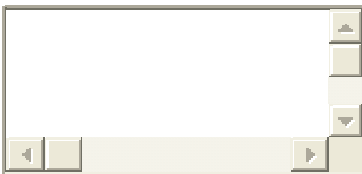


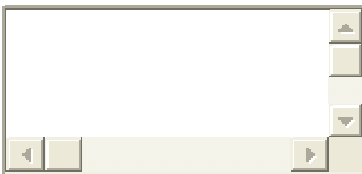


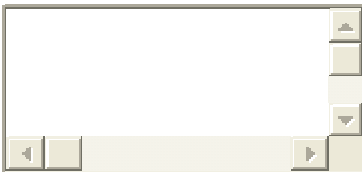


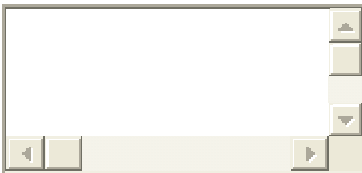


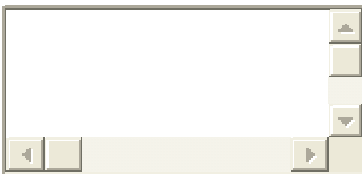


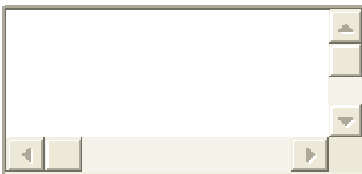
## Course Requests Report

Point of Contact (Person in the Requesting Agency to contact for clarification, further information, additional questions) and contact information including name, address, email, and phone number(s):



[illegible]

List Terminal and Enabling Objectives addressed:

Module/Lesson	Objective Type (terminal or enabling)	Objective
		
		
		
		
		
		
		


The following basic elements are required before submission will be accepted.

Federal Agency POC Review: Does the submitted course and related materials:

- ☐ Y ☐ N Specifically deal with terrorism incidents or catastrophic events
- ☐ Y ☐ N Comply with 29 CFR 1910.120.q, Emergency Response Program to Hazardous Substance Releases (as applicable).
- ☐ Y ☐ N Comply with the ODP Emergency Responder Guidelines (as applicable).
- ☐ Y ☐ N Comply with the ODP Prevention and Deterrence Guidelines (as applicable).
- ☐ Y ☐ N Demonstrate identifiable linkages to the Universal Task List (UTL) and Target Capabilities List (TCL)
- ☐ Y ☐ N Indicate the Level of Training
- ☐ Y ☐ N Include a Program of Instruction (POI)/Syllabus
- ☐ Y ☐ N Include the contents of the Training Support Package (TSP)
- ☐ Y ☐ N Include the sub-components of the Module/Session/Lesson Content

[Go to Printable Version Screen](#)

**Appendix E**

**Initial Review Form**

**Preparedness Directorate  
Office of Grants and Training (G&T)**

**Course Review and Approval Process  
(State and Federal Sponsored Courses)**

**January 6, 2005**

## Initial Review Form

Preparedness Directorate  
Office of Grants and Training (G&T)

Course: \_\_\_\_\_  
Requesting Agency: \_\_\_\_\_  
Review Performed by: \_\_\_\_\_  
Date: \_\_\_\_\_

### REQUEST ENTERED IN SLGCP TRAINING APPROVAL TRACKING SYSTEM

Yes

No

Action	YES	NO	COMMENTS
All information filled out on Course Approval Request Form?			
Does the course support G&T's mission scope?			
Is Course duplicative of current G&T offerings or other already approved courses?			
Compliance with: 29 CFR 1910.120(q) 29 CFR 1910.134 NFPA Standards G&T Guidelines and linkages to UTL and TCL?			
Contain the following: Level of Training POI/Syllabus TSP Module/Session/Lesson Content?			

**RETURNED TO REQUESTING AGENCY FOR ADDITIONAL MATERIALS**

Yes

No

**Date of Correspondence:** \_\_\_\_\_

**FORWARD TO INDEPENDENT THIRD PARTY SME**

Yes

No

**SME IDENTIFICATION:**

**Date Sent:**

## **Appendix F**

### **Independent Third Party Review Scorecard**

**Preparedness Directorate  
Office of Grants and Training (G&T)**

**Course Review and Approval Process  
(State and Federal Sponsored Courses)**

**January 6, 2005**

### Independent Third Party Review Scorecard

	<b>Acceptable 2</b>	<b>Marginal 1</b>	<b>Unacceptable 0</b>	<b>COMMENTS</b>	<b>SCORE</b>
<b>TSP Instructor Guide/ Instructor Outline/Instructor Lesson Plans</b>	Contains all the information needed to conduct the course, exercises and evaluations.	Contains the majority of the information needed to conduct the course, exercises and evaluations.	The information is insufficient to teach the course.		
<b>TSP Participant Manual/Participant Guide/Participant Workbook</b>	The information contained is described in detail, appropriate, and well articulated.	Some of the supporting information is incomplete or needs additional clarification.	The majority of the supporting information is out dated or irrelevant.		
<b>TSP Audio/Visual Support Materials</b>	A/V materials are of good quality, comprehensively described, and consistent with learning objectives.	A/V materials are of good quality, consistent with learning objectives but incomplete.	A/V materials are of poor quality, non existent or are not consistent with learning objectives.		
<b>TSP Special Support Materials</b>	Exercise(s) materials are professionally done, comprehensive, and focused on achievement of the learning objective.	Exercise(s) materials are incomplete but address the learning objective.	Exercise(s) materials do not support the achievement of the learning objective.		

	<b>Acceptable 2</b>	<b>Marginal 1</b>	<b>Unacceptable 0</b>	<b>COMMENTS</b>	<b>SCORE</b>
<b>Module/Session/Lesson Content Scope Statement</b>	Description of the module is comprehensive, defines expectations and accomplishments, and is consistent with the stated training level.	Description of the module is consistent with the stated training level but does not define expectations and accomplishments.	Course provides no description of module scope.		
<b>Module/Session/Lesson Content Terminal Learning Objective (TLO)</b>	TLO is clear, uses action verbs and directly supports the course goal. It is referenced and complies and/or supports applicable standards, and the UTL and TCL.	TLO is clear as to what the participant is expected to learn or be capable of performing but does not support the stated course goal.	TLO missing action verbs and what the student is expected to learn. It does not support and/or comply with the UTL, TCL , Guidelines, or applicable standards.		
<b>Module/Session/Lesson Content Enabling Learning Objectives (ELO)</b>	ELO are clear, measurable, support the TLO and support and/or comply with the UTL, TCL, Guidelines and applicable standards.	ELO are clear, measurable, support the TLO but do not support and/or comply with the UTL, TCL, Guidelines and applicable standards.	ELO are present but missing major elements and features that support the TLO and do not conform to Guidelines and applicable standards		



	<b>Acceptable 2</b>	<b>Marginal 1</b>	<b>Unacceptable 0</b>	<b>COMMENTS</b>	<b>SCORE</b>
<b>Module/Session/Lesson Content Resource List(s)</b>	Resource List(s) are comprehensive and consistent with materials needed to accomplish all objectives.	Resource List(s) is complete enough to accomplish most objectives.	Resource List(s) are either not present or lack the understanding of the resources needed to accomplish the objectives.		
<b>Module/Session/Lesson Content Instructor to Participant Ratio</b>	The ratio of instructors to participants is appropriate for this level of training and objectives.	The ratio of instructors to participants indicates that the instructors will be challenged in their effectiveness of delivery.	There is no instructor to participant ratio listed or the ratio is inappropriate for the level of training and objectives.		
<b>Module/Session/Lesson Content Reference List(s)</b>	Reference List(s) are comprehensive and consistent with the materials needed to accomplish all objectives.	Reference List(s) are incomplete with gaps in resources needed to accomplish some objectives.	Reference List(s) are not present or suggest lack of understanding of resources needed to accomplish the objectives.		

	<b>Acceptable 2</b>	<b>Marginal 1</b>	<b>Unacceptable 0</b>	<b>COMMENTS</b>	<b>SCORE</b>
<b>Module/Session/Lesson Content Practical Exercise(s) Statement</b>	Practical exercise(s) descriptions are appropriate, complete, sufficient, and professionally developed.	Practical exercise(s) descriptions are incomplete but address most objectives.	Practical exercise(s) description is missing major elements and features and lacks an understanding of assessments needed to evaluate training.		
<b>Module/Session/Lesson Content Evaluation Strategy</b>	Test(s) of performance or competence are appropriate, complete, sufficient, and professionally developed.	Test(s) of performance or competence are incomplete or inconsistent with some objectives.	Test(s) descriptions are missing major elements and features or lack an understanding of assessments needed to evaluate training.		

## **Appendix G**

### **Course Evaluation, Observations, and Findings Example**

**Preparedness Directorate  
Office of Grants and Training (G&T)**

**Course Review and Approval Process  
(State and Federal Sponsored Courses)**

**January 6, 2005**

**Course Evaluation, Observations, and Findings Form  
(Example)**

**COURSE: Name**

**LENGTH: Number of Hours**

**REVIEWED BY: \_\_\_Joe SME\_\_\_\_\_**

**COURSE LEVEL: Awareness, Performance-Defensive (OSHA Operations), Performance-Offensive (OSHA Technician), OSHA Specialist, or Planning/Management (OSHA Incident Command)**

**AGENCY: Name of Requestor**

**G&T COURSE APPROVAL RECOMMENDATION: Approve or *Disapprove***

**OVERALL COMMENTS ON THE COURSE**

- Material does not specifically address PPE and decontamination procedures in accordance with CFR 1910.120(q) and NFPA 472.
- Module one is the introduction and has no terminal objective but does identify many course objectives.
- POI is not included
- There are no references listed anywhere in the course. References should be listed in a Lesson Administrative Page (LAP) for each module.
- There are no Evaluation Strategies listed for each module. These should be included in the LAP page of each module.
- Resources should be listed in the LAP page of each module.
- Not all objectives are measurable...(i.e., "understand")
- Reference List is absent

**SCORECARD RESULTS and COMMENTS**

**Training Support Package (TSP)**

- Instructor Guide/Instructor Outline/Instructor Lesson Plans — (2) Acceptable
- Participant Manual/Participant Guide/Participant Workbook — (0) Unacceptable, no definable reference material
- Audio Visual Support Materials — (2) Acceptable, A/V materials are consistent with course goal and course objectives.
- Special Support Materials — (2) Acceptable, Practical exercises, written materials, tabletop exercises, and evaluation materials are consistent with course goal and course objective.

## Module/Session/Lesson Content

- Scope Statement — (0) Unacceptable, not definable in the module.
- Terminal Learning Objective — (0) Unacceptable, no definable Terminal Learning Objective based upon listed objectives in the module.
- Enabling Learning Objectives — (1) Marginal, module has Course objectives that need to be measurable (i.e., “Understand...”) but are consistent with what a course terminal objective would be if it was present.
- Resource Lists — (0) Unacceptable, there are no resource requirements listed for each module individually.
- Instructor to Participant Ratio — (0) Unacceptable, there are no instructor-to-student ratios identified for each module or the course.
- Reference Lists — (0) Unacceptable, unable to find a definable Reference List.
- Practical Exercise(s Statement) — (0) Unacceptable, there is none
- Evaluation Strategy — (0) Unacceptable, there is not one listed